

**DETROIT LIBRARY COMMISSION PROCEEDINGS****REGULAR MEETING****APRIL 16, 2019**

President Adams called the Regular Meeting of the Detroit Library Commission to order at 1:38 p.m.

Present: President Adams, Commissioners Bellant, Friley, Gray, Jackson

Administrative staff: Mondowney, Brown, Bruni, Ibegbu, Norfolk, Powell, Simmons, Williams

Excused: Commissioners Inniss-Edwards, Taylor (Ex-Officio)

Present Also: Cheryl Blessett, Enid Clark, Deborah Dorsey, Sean Everett, D'Andre Herron, Carolyn Mosley, Christine Peele, Yvette Rice, Tiffani Simon, Derick Suppon, Dorothy Jean Williams, Karlyta Williams

**APPROVAL OF MEETING MINUTES**

The minutes of the Regular Meeting of March 19, 2019 were approved as presented.

**PUBLIC COMMENTS**

There were no public comments.

**REPORT OF THE PRESIDENT**

President Adams thanked the Executive Director and her staff for hosting the Commission/Cabinet retreat and updating the Commission on library business.

Minutes were approved at the May 21, 2019 Commission Meeting

## **REPORT OF THE EXECUTIVE DIRECTOR**

### **Author Day**

Mrs. Mondowney reported that *Dear Martin*, a *New York Times* best seller by Nic Stone, is the featured title of DPL's 2019 Author Day. Detroit school students who have read the book, will hear the author on Monday, May 20, 2019, at Main Library. Ms. Stone will also visit East English Village High School that afternoon. Author Day is an annual program established in 1987 and is designed to encourage recreational reading for students in grades 6-12.

### **SAFE SPACE Exhibition**

Mrs. Mondowney reported that the opening reception for the "SAFE SPACE" exhibit was held on Saturday, March 30, 2019 and was attended by more than 150 people. The multi-artist installation brought people from all over the world, including London, Paris, Toronto, New York City and Los Angeles. Performance artist Mitchell Akiyama "wowed" the audience by creating music using the voices of the attendees. The event successfully attracted Millennials and members of the creative community. This exhibit is presented by We-Are-Familia and will be in the Galleria through May 3, 2019.

### **Bill Harris: "I Got to Keep Moving"**

Mrs. Mondowney reported that on Sunday, April 7, 2019, three generations of Detroit artists provided an interdisciplinary collaboration, "I Got to Keep Moving," which featured stories from author Bill Harris' new collection of the same title. Accompanying Mr. Harris was the group Balance (Michael Malis, piano and Marcus Elliot, saxophone) and pioneering drummer and improviser, Gerald Cleaver. Over 300 people were treated to outstanding musicianship and engaging storytelling.

### **Child Support Help Program**

Mrs. Mondowney reported that on Saturday, April 6, 2019, 100 people attended the free Wayne County Child Support Help Program at Main Library. The Salvation Army's William Booth Legal Aid Clinic provided attorneys and child support professionals to answer questions about child support issues.

### **Author Talk**

Mrs. Mondowney reported that on Wednesday, April 24, 2019, Stephen Mack Jones, poet, playwright and winner of the Kresge Arts in Detroit Literary Fellowship, will be at Main Library at 5:30 p.m. to talk about his books, *August Snow*, which was named a 2018 Michigan Notable Book by the Library of Michigan, and *Lives Laid Away*, the second book in the *August Snow* series.

Minutes were approved at the May 21, 2019 Commission Meeting

### **Contemporary American Authors Lecture Series**

Mrs. Mondowney reported that the HYPE Teen Center partnered with The Tuxedo Project, a community-based literary center, to sponsor a six-week reading and discussion program of *The Poet X*, by Elizabeth Acevedo, which is the featured title for Marygrove College's 2019 Contemporary American Author Lecture Series. This reading and discussion group included a read-along for teens of various literacy levels, plus creative writing instruction provided by local artist and poet Catharine Batsios. Ms. Acevedo received a 2018 National Book Award for *The Poet X*. She will speak at Marygrove College on Friday, April 26, 2019, at 6 p.m. This event is free and open to the public.

### **Branch Activities**

Mrs. Mondowney reported that "Keep Growing Detroit" will offer information about gardening basics and their "Gardening Resource Program," at the Hubbard Branch on Wednesday, May 1, 2019. "Keep Growing Detroit," is a non-profit organization that supports gardeners in Detroit, Highland Park and Hamtramck.

Several branches will host Cinco De Mayo celebrations that will include making piñatas, stories and games. The Bowen, Campbell, Conely, and Wilder branches will each offer a variety of activities Thursday, May 2 – Sunday, May 5, 2019. Branches are also providing craft activities for children for Mother's Day, May 9 -11. Details about these programs are available on the DPL website, [detroitpubliclibrary.org](http://detroitpubliclibrary.org).

### **Wash & Learn Grant from the Community Foundation for Southeastern Michigan**

Mrs. Mondowney reported that the Community Foundation for Southeastern Michigan has awarded the DPL a \$35,000 grant to develop a "best practices" manual for Wash & Learn programs at neighborhood laundromats. DPL's grant partner, Libraries Without Borders, will develop a manual based on DPL's experience of offering Wash & Learn programs in the Parkman, Wilder and Edison neighborhoods during the next year.

### **Detroit Public Library Friends Foundation**

Mrs. Mondowney reported that on April 1, 2019, DPL received a check in the amount of \$850.00 for the Elmwood Park Branch Library and a check in the amount of \$1,500.00 in support of the 2019 E. Azalia Hackley Concert from the DPL Friends Foundation.

### **Wayne County**

Mrs. Mondowney reported that on March 26, 2019, DPL received a payment of \$151,798.08 from Wayne County for delinquent property taxes.

Minutes were approved at the May 21, 2019 Commission Meeting

## **COMMITTEE ON ADMINISTRATION**

### **Approval of the Human Resources Report**

The Human Resources Department Report provides information regarding personnel actions taken from March 1, 2019 through March 31, 2019. These actions have been approved by Administration.

### **APPOINTMENTS (0)**

### **RETIREMENTS (1)**

<b>Employee Name/Title</b>	<b>Title</b>	<b>Last Day Worked</b>
Paula Beaudoin	Manager	March 31, 2019

### **SICK LEAVE PAYOUTS (0)**

### **TOTAL PAYOUTS = (1)**

### **POTENTIAL RETIREMENTS (1) Pending COD Approval**

<b>Employee Name</b>	<b>Title</b>	<b>Last Day Worked</b>
Julianne Fornell	Librarian III Assistant Manager	June 1, 2019

### **SEPARATIONS (2)**

<b>Employee Name</b>	<b>Title</b>	<b>Last Day Worked</b>
Colleen Gibbs	Customer Service Representative	March 16, 2019
Katie Adams	Customer Service Representative	March 30, 2019

### **EMPLOYEE HEADCOUNT**

<b>Headcount</b>	<b>March 2019</b>	<b>Headcount</b>	<b>March 2018</b>
Budgeted Positions =	325	Budgeted Positions =	325
Active Employees =	303	Active Employees =	304
Vacant Positions =	22	Vacant Positions =	21

Minutes were approved at the May 21, 2019 Commission Meeting

**VACANT POSITIONS**

POSITION	# OF BUDGETED POSITIONS	# OF FILLED POSITIONS	VACANT POSITIONS
Manager	25	20	5
Librarian III	29	28	1
Librarian I & II	24	21	3
Pre-Professional Assistant	3	2	1
Facilities	17	16	1
Customer Service Representative	91	80	11
Total			22

Only Position Titles with vacancies are listed.

Approval is requested to accept the Human Resources Report as presented.

**COMMISSION ACTION**

Commissioner Bellant moved approval. Commissioner Gray supported.  
The motion passed unanimously.

**COMMITTEE ON FINANCE****Approval of the Routine Report on Finance**

The following accounts have been examined and found correct by the staff of Business and Financial Operations and ratification of payment is recommended.

<u>Summary of Expenditures</u>			
<b><u>PUBLIC FUNDS</u></b>			
<b><u>PAYMENTS PROCESSED BY THE CITY OF DETROIT</u></b>			
1	Total Payroll	March 2019	\$1,006,608.02
2	Total Vouchers – Processed on FUSION	514 to 594	\$671,916.28
3	FY 2019 Benefits Plan		\$0.00
4	FY 2019 General Retirement System (GRS)		\$0.00
5	FY 2019 Central Staffing Services		\$0.00
6	FY 2019 VEBA Liability		\$0.00
7.	FY 2019 B1 Note & B2 Note Interest (Jan. 19 – June 19)		<u>\$128,774.22</u>
	Total Processed by City of Detroit		<b><u>\$1,807,298.52</u></b>

Minutes were approved at the May 21, 2019 Commission Meeting

<b><u>PAYMENTS PROCESSED BY DPL</u></b>			
1. Public Funds/Comerica Checking	Check	None	\$0.00
2. Branch & Main Library Deposit Checking Account	Checks	6477 -6516	\$32,338.83
	Total Processed by DPL		<b><u>\$32,338.83</u></b>
<b>GRAND TOTAL</b>			<b><u>\$1,839,637.35</u></b>
<b><u>Summary of Expenditures</u></b>			
<b><u>RESTRICTED/DESIGNATED FUNDS</u></b>			
1. Burton Endowment Checking	Checks	NONE	\$0.00
2. O'Brien Checking	Checks	4711 - 4714	\$1,911.37
3. Programs & Gifts	Checks	2691 - 2708	<u>\$8,329.44</u>
<b>GRAND TOTAL</b>			<b><u>\$10,240.81</u></b>
<b><u>CREDIT CARD EXPENDITURES</u></b>			
1. Executive Director			\$769.97
2. Executive Director's Office – used for general office purpose			\$0.00
3. Chief Financial Officer			\$913.60
4. Human Resources Department			\$143.14
5. Marketing Department			\$1,678.28
6. Technical Services			\$12,207.53
7. Facilities Department			\$6,829.06
8. Information Technology			\$20.14
9. Purchasing			\$2,512.12
10. Security			\$961.65
11. Public Services			<u>\$3,334.93</u>
<b>GRAND TOTAL</b>			<b><u>\$29,370.42</u></b>
<b>Note: These are January 2019 Credit Card Purchases</b>			

## **DISCUSSION**

President Adams asked for an explanation of the B1 & B2 note interest payment that was listed under payments processed by the City of Detroit.

Mr. Antonio Brown, CFO, stated that he would draft a formal explanation of the payment and forward it to the Commission.

## **COMMISSION ACTION**

Commissioner Jackson moved approval to accept the routine report on finance as presented. Commissioner Bellant supported. The motion passed unanimously.

The meeting was adjourned at 1:58 p.m.

Minutes were approved at the May 21, 2019 Commission Meeting